

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 428-8715

Fax: (540) 347-5753

**NOTICE OF CONTRACT AWARD**

1. DATE: March 29, 2006
2. COMMODITY NAME: Local Vendor Discount Program
3. CONTRACT NUMBER: 75-05khc-A
4. CONTRACT PERIOD: April 1, 2005 through March 31, 2006  
1<sup>st</sup> renewal: April 1, 2006 through March 31, 2007
5. RENEWAL OPTIONS: Four (4) One Year Terms
6. CONTRACTOR: Southern Refrigeration  
VN: 632511 9020-D Euclid Avenue  
Manassas, VA 20187  
PH 703-330-2444  
FX 703-330-3555  
Contact Person: Duke Kelly
8. TERMS: Net 45 days
9. FOR FURTHER INFORMATION CONTACT: Barb Whitehurst  
PH (540) 428-8715

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: \_\_\_\_\_  
Barbara Whitehurst  
Senior Buyer

## INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection of services provided and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of service, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, four (4) one-year terms on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Prices: A **20% discount** is provided on heating, air conditioning and refrigeration parts and equipment. Changes to contract prices will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.